



## Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda  
10615 Green Mountain Falls Road  
Tuesday, July 2, 2019 7:00 p.m.

**WORKSHOP:** Public Input on Ordinance 2019-04, An Ordinance Repealing And Reenacting Article Vii Of Chapter 4 Of The Green Mountain Falls Municipal Code Concerning Municipal Procurement Procedures

### REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
  - a. Approve Board of Trustees Meeting Minutes, June 18, 2019
  - b. Approve Board of Trustees Special Meeting Minutes, June 24, 2019
  - c. Bring Into Record Checks Run June 27, 2019
4. NEW BUSINESS
5. OLD BUSINESS
  - a. Wilson and Company – Andre Bracken updates continued from June 18, 2019 meeting
  - b. Public Hearing and Final Adoption, Ordinance 2019-04, An Ordinance Repealing And Reenacting Article Vii Of Chapter 4 Of The Green Mountain Falls Municipal Code Concerning Municipal Procurement Procedures
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
  - a. Trails Committee Minutes May 9, 2019
  - b. Email re Limited Gaming Committee opening
8. REPORTS
  - a. Trustees
  - b. Town Manager
  - c. Town Clerk
  - d. Marshal
9. ADJOURN

**TOWN OF GREEN MOUNTAIN FALLS**  
**Regular Board of Trustee Meeting**  
**June 18, 2019 – 7:00 P.M.**

**REGULAR MEETING MINUTES**

**Board Members Present**

Mayor Jane Newberry  
Trustee Margaret Peterson  
Trustee Tyler Stevens  
Trustee Katharine Guthrie

**Interim Town Manager**

Jason Wells

**Town Clerk**

Laura Kotewa

**Board Members Absent**

Trustee Chris Quinn

**Planner**

**Town Attorney**

Not present

**Public Works**

**Marshal's Dept.**

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**1. Call to Order/Roll Call/Pledge of Allegiance**

Mayor Newberry called the meeting to order at 7 :03p.m. The Pledge of Allegiance was recited.

**2. Additions, Deletions, or Corrections to the Agenda**

Mayor Newberry made a motion, seconded by Trustee Guthrie, to accept the Agenda. Motion passed.

**3. Consent Agenda**

- a. Approve Board of Trustees Meeting Minutes June 4, 2019
- b. Bring into Record Checks Run June 10-14, 2019

Mayor Newberry made a motion, seconded by Trustee Stevens to accept the Consent Agenda with a correction to correct Christy's name to Kristy Bruce, and to change Mayor Newberry to Trustee Peterson under Correspondence in expressing concern about communications with the Trails Committee. Motion carried.

#### **4. New Business**

##### **a. PPACG Presentation**

Mr. Andrew Gunning, Executive Director, shared a printed presentation about 2019 PPACG Focus areas. Jessica McMullen shared handouts with the Board and Staff and left community copies of their handouts. It was also mentioned that there is a current opening on the Advisory Committee for a Citizen At Large. Anyone from El Paso, Teller, or Park counties may apply.

##### **b. Discussion of the Belvidere paving project**

Mr. Jason Wells gave background. This has been an ongoing plan, with several County Project Managers. The budget for the project was impacted by the need to replace a culvert before the street was paved. Trustee Peterson asked how the project had gone from including curbing and shoulders to just a repaving project. It was suggested that this warrants a conference call between Mr. Wells and PPRTA/PPACG to look for some budgetary solutions to having curbing and shoulders done. Citizen Lana Fox shared both historical and recent photos of conditions at the edge of the pavement.

#### **5. Old Business**

- a. Ordinance 2019-04, An Ordinance Repealing And Reenacting Article Vii Of Chapter 4 Of The Green Mountain Falls Municipal Code Concerning Municipal Procurement Procedures – continued until July 2, 2019

This is an informational item. No action taken.

##### **b. Wilson & Company Update**

Mr. Wells gave updates as Mr. Andre Bracken was not in attendance. The Board asked Mr. Bracken be invited back either July 2<sup>nd</sup>, or 16<sup>th</sup>.

NRCS grant funds have become available – \$100,000 with a \$100,000 match, of which \$60,000 could come from PPRTA. This grant would cover work to prevent further damage from flooding, but the work would take place on private property. The Board would like citizens to be polled for interest and willingness in being involved with granting access to their private property, and as a source of matching funds.

## **6. Public Input – 3 Minutes Per Speaker**

Ms. Gail Gerig shared information about a trail crossing her property that still needs attention to redirect and a sign that is still present on her property. She is working with the trails committee.

## **7. Correspondence:**

- a. Planning Commission Minutes March 28, 2019 were noted and accepted into the record.

## **8. Reports**

- a. Trustees – Mayor Newberry gave a pool report. The Pool is expected to fill tonight and tomorrow. If the water is still cold on Saturday, a polar bear swim will be sponsored with free admission! Hot dogs will be served.
- b. Town Manager—shared highlights from his report. He mentioned that the Marshal had done some research on programmable locks for the park restrooms. The Board asked for more information but agreed it could be a good option.
- c. Town Clerk—shared highlights from her report and asked the board for precedent regarding political candidates using Town Hall for meet and greet events.

## **9. Executive Session**

Mayor Newberry made a motion to enter into executive session seconded by Trustee Guthrie. Motion carried. Mr. Jason Wells was invited to attend. The Regular Meeting went into recess at 8:20pm.

- a. Pursuant to C.R.S § 24-6-402(e) for The Purpose of Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and/or Instructing Negotiators and Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, Specifically to Discuss Strategy in Terms of the Town Manager Position and Public Works staffing

Regular session resumed at 9:20pm. No action was taken during the Executive Session.

## **10. Potential Action**

No Action was taken by the board.

As part of her report, Ms. Laura Kotewa asked for Board policy regarding use of the Town Hall for political candidate meet and greet or other civic uses. The Board recommended we create a policy, and that they would support use of Town Hall for Government Representatives from our locality and consider other uses as well.

## **11. Adjourn**

Meeting adjourned at 9:27p.m.

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Jane Newberry, Mayor

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Laura J. Kotewa, Town Clerk/Treasurer

**TOWN OF GREEN MOUNTAIN FALLS**  
**Special Board of Trustee Meeting**  
**June 24, 2019 – 7:00 P.M.**

**SPECIAL MEETING MINUTES**

**Board Members Present**

Mayor Jane Newberry  
Trustee Margaret Peterson  
Trustee Katharine Guthrie

**Board Members Absent**

Trustee Chris Quinn  
Trustee Tyler Stevens

**Town Clerk**

Laura Kotewa

**Town Attorney**

Not present

**Public Works**

**Marshal's Dept.**

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**1. Call to Order/Roll Call/Pledge of Allegiance**

Mayor Newberry called the meeting to order at 7:15p.m. The Pledge of Allegiance was recited.

**2. Executive Session**

- a. Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, Specifically to Evaluate Current Staffing Needs Relative to the Search for a Town Manager and Pursuant to C.R.S § 24-6-402(e) for The Purpose of Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and/or Instructing Negotiators

Mayor Newberry made a motion, seconded by Trustee Peterson to enter into Executive Session. Motion carried. The Special Meeting recessed at 7:16 pm. The Executive Session was called to order at 7:17 pm. The Executive Session adjourned at 9:16pm

The Special Meeting reconvened at 9:16pm. There was no action taken during the Executive Session.

**3. Potential Board Action**

- a. No action was taken by the Board.

**4. Adjournment**

The Regular Meeting adjourned at 9:18p.m.

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Jane Newberry, Mayor

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Laura J. Kotewa, Town Clerk/Treasurer

DRAFT

1:21 PM

06/27/19

Accrual Basis

# Town of Green Mountain Falls Expenses by Vendor Summary

June 15 - 27, 2019

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	<u>Jun 15 - 27, 19</u>
Badger Daylighting Corp	4,937.40
Colorado Municipal Clerks Association	35.00
Deep Rock Water	8.99
Flair Data Systems DBA	440.00
GovPro Consulting	280.00
Oklahoma Centralized Support Registry	141.23
PBI Consulting	1,500.00
Pinnacol Assurance	627.00
SCOTT'S POOL & SPA SERVICE	1,793.14
Sherwin Williams	589.78
The UPS Store	31.20
	<hr/>
<b>TOTAL</b>	<b><u>10,383.74</u></b>





**WILSON  
& COMPANY**

5755 Mark Dabbling Blvd., Ste. 220  
Colorado Springs, CO 80919  
719-520-5800 phone  
719-520-0108 fax

Alaska  
Arizona  
California  
Colorado  
Illinois  
Kansas  
Louisiana  
Minnesota  
Missouri  
Nebraska  
New Mexico  
Oklahoma  
Texas  
Utah

May 31, 2019

Jason Wells  
Town of Green Mountain Falls

Dear Jason:

In preparation for our meeting, I have made a short list of public works related need as you requested. These are issues that I would be glad to assist with and provide for the Town of Green Mountain Falls.

Road and Bridge Inventory.

Road and Bridge rehabilitation long/short term, including development of a project scoping database.

Address citizen complaints regarding more significant drainage issues.

Road and drainage maintenance assistance.

Provide coordination and assistance with updating the public works capital improvement plan.

Develop a scope for a Town Master Drainage Plan.

This list is can be refined and a scope of services and fee determined for the remainder of the year, 2019. I look forward to discussing the above with you.

Very respectfully,

Andre P. Brackin, P.E.,  
Senior Water Resources Project Manager  
**Wilson & Company**

**BOARD OF TRUSTEES AGENDA MEMO**

<b>DATE: 7.2.19</b>	<b>AGENDA NO</b> <b>5.b</b>	<b>SUBJECT:</b> Ordinance 19-04, re Procurement Procedures
<b>Presented by:</b> Laura Kotewa Town Clerk		

**Recommend action:** To consider adopting Ordinance 19-04.

**Background:**

As our attorney reviewed a suggested rewrite of this part of our code, he shared a version of the code that was shorter and possibly easier to understand that he had on file. The board saw both versions and decided to proceed with the shorter version. Things to consider may include:

- Is the position of "Town Administrator" the title to use? Maybe we should clarify that Administrator means the same as Manager somewhere just to cover our bases.
- We don't have "Department Directors". We need to better define what exactly that is. The Marshal is probably the only equivalent position right now. Is it the intent to allow any Director authority to spend \$10,000 without speaking the Manager?
- Might the dollar amounts need to be adjusted at the Department level? With such a small organization, the Manager would probably want to be involved with a \$10,000 expenditure. Maybe a good solution would be to keep the Manager threshold as it is, with the Manager having authority to delegate lesser threshold to any employee at his/her discretion.

**Alternatives:**

1. Adopt the resolution as written
2. Adopt the resolution with Board changes
3. Table the resolution until our Legal Department can make Board requested changes
4. Abandon the resolution

**Conclusion:** There could possibly be more to consider as the Board looks at Ordinance 2019-04. However, our current code mentions the use of a Trustee liaison which the town has moved on from, and this ordinance does offer clear direction to staff concerning procurement policy.

**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2019-04**

**AN ORDINANCE REPEALING AND REENACTING ARTICLE VII OF CHAPTER 4 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING MUNICIPAL PROCUREMENT PROCEDURES**

WHEREAS, the Board of Trustees codified the Town's procurement policy by Ordinance No. 10-6-2015B on October 6, 2015;

WHEREAS, the Board of Trustees desires to simplify the Town's procurement and to specify select federal procurement requirements when federal funds are used by the Town; and

WHEREAS, the Board of Trustees determines that repealing and reenacting Article VII of Chapter 4 of the Green Mountain Falls Municipal Code containing the Town's procurement policy is the most efficient way to achieve the above goal.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Article VII of Chapter 4 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted, to read as follows:

**ARTICLE VII – Municipal Procurement Procedures**

**Sec. 4-121 – Application and Definitions.**

(1) This procurement procedures set forth in this Article shall apply to every purchase to which the Town is a party, provided that the Town may vary from these procedures when necessary to comply with state or federal grant requirements.

(2) The following words, terms and phrases, when used in this Article, shall have the following meanings, unless the context clearly indicates otherwise:

(a) "Bids" shall mean either bids or proposals submitted in response to a written invitation for bids or a written request for proposals.

(b) "Town Administrator" shall mean the Town Administrator and the Town Administrator's designee.

**Sec. 4-122 – General Requirements and Thresholds.**

(1) **Written document.** Every purchase shall be evidenced by a written document.

(2) **Purchases of less than \$10,000.** A purchase in an amount of ten thousand dollars (\$10,000) or less may be approved by a Department Director without Town Administrator or Town Board action. Competitive bidding is not required. However, even on these items, periodic telephone/online checks should be made to be certain the purchases are obtained at the lowest cost for the quality desired.

(3) **Purchases of \$10,000 - \$25,000.** A purchase in an amount of ten thousand dollars (\$10,000) to twenty-five thousand dollars (\$25,000) must be approved by the Town Administrator. At least three written informal quotes must be solicited, unless an exception in Section 3, below, applies. When seeking written informal quotes, all quotes must be tabulated in detail and attached to the winning contract/invoice for future reference. If the recommended quote is not the lowest, an explanation must also accompany the contract/invoice.

(4) **Purchases in excess of \$25,000.** Any item for services, projects, or equipment in this category must be approved by the Town Board of Trustees. The formal bid process set forth in Sections 4 and 5, below, must be followed unless an exception applies. Responsibility for the advertising of formal bids will be that of the Department Director overseeing the purchase.

(5) **Appropriation required.** All expenditures for purchases shall be budgeted and appropriated. If a purchase is contemplated to extend beyond the current fiscal year, it must be subject to annual appropriation (unless otherwise permissible by elector vote or as determined by the Town Attorney).

**Sec. 4-123 – Comparative Price Quotations (Between \$10,000 and \$25,000).**

(1) When the amount of a purchase is between ten thousand dollars (\$10,000) and twenty-five thousand dollars (\$25,000), comparative price quotes by telephone, in person, or in writing from at least three (3) vendors or contractors shall be solicited, unless:

(a) The Town Administrator determines that the public interest would be best served by negotiated contract with a single vendor or contractor or with specific vendors or contractors possessing unique skills or products or by joint purchase with or from another unit of government; or

(b) The Town Administrator determines that the public interest would be best served by obtaining the goods or services through the formal bidding process.

(2) In case of a declared or pronounced emergency affecting the public peace, health or safety, the Town Administrator may waive all requirements for price quotes. In such cases, the Town Administrator may direct the appropriate Department Director to procure emergency needs by informal, open-market procedures, at no more than current market prices, as expeditiously as possible.

**Sec. 4-124 – Formal Bidding Required (In excess of \$25,000).**

(1) Formal bidding procedures shall be followed when the amount of a purchase exceeds twenty-five thousand dollars (\$25,000), unless the Town Board determines that the public interest will be best served by negotiated contract with a single vendor or contractor or with specific vendors or contractors possessing unique skills or products, or by joint purchase with or from another unit of government.

(2) In case of a declared or pronounced emergency affecting the public peace, health or safety, the Town Administrator, Mayor, or Board of Trustees may waive all requirements for formal bidding. In such cases, the Town Administrator, Mayor, or Board of Trustees may direct the appropriate Department Director to procure emergency needs by informal, open-market procedures, at no more than current market prices, as expeditiously as possible. If the Town Administrator or Mayor waived such requirements, the Town Administrator or Mayor, as appropriate, shall present a full report of the circumstances necessitating the emergency action at the next Town Board meeting with the potential option to extend the waiver of requirements for formal bidding.

**Sec. 4-125 – Formal Bidding Procedures and Selection Criteria**

(1) When formal bidding is required pursuant to Section 4, at least ten (10) days prior to the deadline for receipt of bids, a request or invitation for sealed bids shall be published at least once in an area newspaper, sent to three (3) or more potential bidders, or posted via electronic solicitation.

(2) The Board of Trustees or Town Administrator may pre-qualify vendors or contractors who wish to bid on Town purchases and limit acceptance of bids from such pre-qualified entities when determined to be in the best interests of the Town.

(3) Sealed bids shall be opened in public at the time and place stated in the public notice, unless all bidders have been notified of a change in such time or place by written addendum. A tabulation of all bids received shall be available for public inspection.

(4) After the bids have been reviewed, if the purchase will exceed the Town Administrator's purchasing authority of twenty-five thousand dollars (\$25,000), the Town Administrator shall submit a report to Town Board that contains an analysis of the bids, a recommendation for an award, and the reasons for the recommendation. The contract shall be awarded to the lowest responsible bidder meeting the bid specifications, unless it is determined that the public interest would be better served by accepting another bid. Unless otherwise prohibited by federal or state law, bidders which have maintained a physical location inside the limits of El Paso County for a period of more than 365 days prior to bid submission shall receive a 2% preference with respect to bid price and bidders which have

maintained a physical location inside the limits of the Town of Green Mountain Falls for a period of more than 365 days prior to bid submission shall receive an additional 2% preference with respect to bid price.

(5) In determining whether the public interest would be better served by accepting a bid other than the lowest bid, the following factors shall be considered:

(a) The bidder's skill, ability, and capacity to perform the services or to furnish the materials, equipment or supplies required;

(b) Whether the bidder can perform the services or furnish the materials, equipment or supplies promptly, or within the time period specified, without delay or interference;

(c) The bidder's character, integrity, reputation, judgment, experience and efficiency;

(d) The quality of the bidder's previous performance;

(e) The bidder's previous and current compliance with statutes, ordinances and rules relating to the purchase;

(f) The sufficiency of the bidder's financial resources necessary to perform the services or deliver the goods;

(g) The bidder's ability to provide future maintenance or service;  
and

(h) The number and nature of any conditions attached to the bid.

(6) All bids may be rejected if it is determined that such action is in the public interest. Negotiations may be entered into with one or more bidders in an attempt to adjust the services, products, or bid price as the Town deems in the public interest, and no additional bidding shall be necessary.

**Sec. 4-126 – Amendments to Purchase Agreements.**

(1) The Town Administrator shall have authority to approve an amendment to a purchase agreement when the change order does not exceed 10% of the original agreement price and combined with the original agreement does not exceed the approved appropriation for said purchase.

(2) All other amendments to a purchase agreement previously approved by Town Board shall be approved or ratified by Town Board.

#### **Sec. 4-127 – Principles and Ethics.**

Every officer and employee of the Town is expressly prohibited from knowingly:

- (1) Seeking or accepting any personal gift or money directly or indirectly, from any person, company, firm or corporation in connection with a purchase.
- (2) Underestimating or exaggerating requirements to a prospective bidder for the purpose of influencing bids.
- (3) Misrepresenting the quality of a bidder's products or services.
- (4) Influencing the Town to make a purchase that will benefit the officer or employee, either directly or indirectly.
- (5) Approving a purchase in which any employee, elected or appointed officer of the Town has an interest, without the approval of the Town Administrator or Town Board.
- (6) No single purchase transaction shall be subdivided for the purpose of circumventing the dollar value limitations of this Policy.

#### **Sec. 4-128 - Special rules for procurements using federal funds.**

(1) No local or geographical preference shall be given to any vendor for projects in which the Town will receive or anticipates seeking federal funds as reimbursement for or contribution toward a Town contract or project. However, nothing in this Subsection prevents the Town from requiring a vendor to comply with any applicable state licensing laws or from applying such preference when federal law expressly mandates or encourages it. When contracting for architectural or engineering services, geographic location may be considered, provided that such consideration leaves an appropriate number of qualified firms to compete for the contract.

(2) Whenever the Town will receive or anticipates seeking federal funds as reimbursement for or any other form of payment or contribution toward a Town contract or project, the Town and any party contracting with the Town for such work shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

(e) Using the services and assistance of the small business administration, and the minority business development agency of the department of commerce; and

(f) Requiring general contractors, if subcontracts are to be let, to take the affirmative steps listed in subsections (2)(a) through (2)(f) of this Section.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jane Newberry, Mayor

ATTEST:

\_\_\_\_\_  
Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, \_\_\_\_\_ 2019.



**GMF TRAILS COMMITTEE MEETING**  
**May 9, 2019- Mucky Duck Restaurant- 6 pm**  
**MINUTES**

1. **Meeting called To Order** at 6:01 PM by Chairman Rocco Blasi
2. **Attending:** Rocco Blasi, Dick Bratton, Rebecca Ochkie, Jan Smith, Richard Brown, Don Walker, Mike Lohman and GMF resident Jennifer Jirschefske
3. **Agenda Approval-** M/S Bratton/Lohman. Passed 7:0.
4. **Approve Minutes** of March 14, 2019- M/S Bratton/Lohman. Passed 7:0.
5. **Public Input-** none. Items not on Agenda-
  - Walker has noticed hikers getting confused and lost when trying to find their way down from Mt Dewey summit and would like better signage in the area
6. **Progress Reports-** since last meeting (there was no meeting in April):
  - The following trail inspections were completed: Kirkpatrick/Wallace: Eley and Smith, Thomas: Ochkie, Mt. Dewey and Bratton: Walker, Crystal and Catamount: Walker and Blasi
  - Brown, Wines, and Blasi completed tools inventory. Two Pulaskis were purchased.
  - Blasi posted recruiting posters for all 6 work days at the following T/H: Catamount, Wallace, Mt Dewey and Lake
  - Lohman advertised Work Day 1 on TC Facebook and website as well as Nextdoors Cascade and Manitou
  - Blasi sent Call for Volunteers for Work Day 1 to email distribution list
  - Blasi attended March 19 GMF Board of Trustees meeting, Walker approved for GMF TC unanimously. Trustees Peterson and Guthrie want to re-examine Trails Cmte under Parks & Rec.
  - Blasi met with Jesse Stroope at Wallace Reserve to discuss impacts of fire mitigation on trails. No major issues noted. Have requested contractor leave brush/slash away from trails just prior to July 4th Green Box hike
  - Blasi received feedback on updated trail descriptions from Brown for accuracy, Eley for history and Bratton prior to sending to Lohman for website updates
  - Blasi met with property owner Gail Gerig re: Angel's Trail, a social trail connecting Iona and Hondo Ave. Agreed to re-route off private property once flood mitigation work complete in that drainage, possibly a fall workday
  - Waldo Canyon Update: Blasi attended Waldo Canyon Roundtable #3 on April 3rd to prep for the second Waldo Canyon community planning workshop on April 17th. Three trail system concepts were discussed. Blasi suggested engaging with Marigreen Pines for access from the Cascade area. For more details, visit:  
<https://www.waldocanyonplanning.com/meetings>  
-- Scroll to April 17, 2019 to view "Group Response Forms (SUMMARY)"  
-- Concept maps for the 3 proposals are also available

7. **Mt. Dewey Bench** – TBD.

8. **TC Website and Maps**

- Lohman has been making multiple changes to the Trails map including parking, POIs, and making trail elevations more visible. Final recommendation from the committee due by the weekend.

9. **Education- Trails Watch Program/ Trail User Ethics**

- Safety and trail user ethics planned for inclusion on map update

10. **TO DO LIST:**

- Sharpen tools- Walker will sharpen McLeods within next several weeks
- Design Catamount T/H Board- on Bratton's list
- Prelim bridge design: Cable Falls @ Crystal, Steve's Bridge at Garden of Eden/Town boundary- TBD. TOSC rep May have insight
- Determine work day schedule based on inspection reports- Blasi is working on it
- Determine July 4th Green Box Hike leaders (request 3 for each):  
—Moderate: Mt. Dewey summit- Ochkie/Smith volunteered  
—Advanced: Wallace Reserve
- Organize small "vigilante" group on/about July 1st to inspect Wallace Reserve Trails to ensure they are passable prior to July 4th Green Box hike
- Order 2019 trails maps
- Determine specs for trail signage
- Re-route Angel's Trail post-flood mitigation work
- Get signage to clarify My Dewey descent

11. **Other-**

- Aaron Rodgers from the Trails and Open Space Coalition was unable to present tonight but plans to attend next month
- Heidi Blasi for Sally Bush Bingo would like to offer 1 hour guided hikes as Bingo prizes. The TC agreed to provide several hikes.

12. **NEXT MEETING-** June 13, 2019 at Mucky Duck 6 pm.

13. **ADJOURNMENT** at 7:22 pm

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

  
Chairman- Rocco Blasi

  
Recording Secretary- R. Ochkie



## The Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819  
(719) 684-9414 www.gmfco.us

To: Mayor and Board of Trustees  
From: Laura J. Kotewa Town Clerk  
Re: Town Clerk Report, June 4, 2019

### Routine activities continuing

- Forms updates
- Payroll
- Accounts payable
- Agenda packet preparation
- Meeting management
- Legal notices and postings

### IT

Things are running very smoothly! I am hoping to have a report by meeting time about an exciting opportunity to automate our Short Term Rental Licensing and tax collection process. We will be moving forward to automate some of our other license and permitting processes as well.

### Audit 2018

Our Auditor is working on final preparation to be able to share his findings on July 16<sup>th</sup>.

### Process Improvement

We will be working on a timeline for opening and winterizing the pool.

### Training

I will be attending 3 days of Municipal Clerk Institute in the next 2 weeks to learn about the basics, beginner budgeting, and resources for small communities.

### Unmet needs

There are still things to be considered concerning an accounting system that will make our budgeting easier to monitor.